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21 NOV 1984

MEMORANDUM FOR: Chief, Management Staff, DS&T

FROM:

Chief, New Building Project Office, OL

SUBJECT: New Building Space Requirements

REFERENCE: Memo for C/NBPO/OL fm C/MS/DS&T dtd 15 Aug 84,
Subject: DS&T New Building Space Requirements

Bob,

1. I regret the delay in answering your questions of 15 August. In our defense, the situation has been changing almost daily for the past several months.

2. Since your 15 August memorandum, the decision has been made to leave Foreign Broadcast Information Service out of the compound, the Deputy Director for Administration (DDA) has directed the Office of Data Processing to reduce the number of contractor personnel working at Langley, and Pam has been working with the Offices to block space down to the Division level. The result is agreement, at least for the short term, that our planning is adequate for the DS&T components scheduled to come into the building. While final adjustments are still required for the FY-85 personnel increases, we have sufficient space left in the building to accommodate the growth of both DS&T and the DA. The reason these adjustments have not been made is because we know that there are a number of internal horse trades occurring that will alter the allocation of space.

3. We understand the natural inclination to look at space surrendered by your Directorate as your space. However, our problem is to take the list of offices agreed to move in and allocate the total space as equitably as we can. The communication problem that develops with our customers is the different way in which we arrive at what space is required. Components look at the space they occupy as the base to which new requirements are added. We assume that the space currently occupied is an accident of history and start planning from a zero base (pardon the dirty word).

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4. As components were moved out of Langley in the seventies, the pot was sweetened by promising them more space than they had at Headquarters. We then leased commercial space for them that logically was never the exact amount of space they required. Having leased space, we then did office layouts that could not optimize space efficiency because of unique building features such as column spacings and strange building angles. The end result was a space situation in which some were too fat and some were too lean. For that reason, we have taken a zero base approach to layout to provide as much equity in space allocation as possible.

5. The penalty we pay for this approach is the probable need to reallocate space each year that Agency growth continues. While components fear that we are locking them into space that will not accommodate growth, our approach is to assume that layout modifications will be made annually until we are in the building.

6. While this cheap philosophy may not make you totally comfortable, my point is that we will recognize the potential space management problems that can still arise between now and 1987 and accept the responsibility for ensuring that adequate space is available for those components ultimately occupying the new building.

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OL/NBPO, [redacted] (21 Oct 84)

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